

## EXHIBIT 3A-4

### MULTI-FAMILY RENTAL REHABILITATION CHECKLIST

**Admin Manual**  
**Exhibit**

**SUBMIT WITH SET-UP REPORT:**

- |   |      |
|---|------|
| <input type="checkbox"/> Rental Set Up and Completion Form                              | 3-M  |
| <input type="checkbox"/> Bid specs for rehabilitation work and signed contract(s)       | --   |
| <input type="checkbox"/> LBP Notification Documentation (signature page only)           | 2V-i |
| <input type="checkbox"/> Documentation related to Relocation Assistance (if applicable) | 6-O  |

**SUBMIT WITH PAYMENT REQUEST:**

- |   |     |
|---|-----|
| <input type="checkbox"/> Request for Payment Form (all sections)                  | 3-E |
| <input type="checkbox"/> Project Progress Report (signed by Grantee)              | 3-J |
| <input type="checkbox"/> Contract Reporting Form (if paying contractor)           | 3-I |
| <input type="checkbox"/> HUD Section 3 Summary Report Form (if paying contractor) | 3-H |
| <input type="checkbox"/> Summary of Project Expenditures (signed by Grantee)      | 3-F |
| <input type="checkbox"/> Match Documentation                                      | --  |

**SUBMIT WITH COMPLETION REPORT:**

- |  |     |
|--|-----|
| <input type="checkbox"/> Rental Set Up and Completion Form (ensure 90% of tenants are at or below 60% AMI at time of project completion) | 3-M |
| <input type="checkbox"/> An appraisal (Uniform Appraisal Report Only)  | --  |
| <input type="checkbox"/> Recorded Deed Restriction Agreement (first and last pages only)   | 7-H |

**RETAIN IN CLIENT FILES:**

- |  |      |
|--|------|
| <input type="checkbox"/> Program applicaton  | --   |
| <input type="checkbox"/> Income verification with source documents                     | --   |
| <input type="checkbox"/> Signed and dated lease agraeement between landlord and tenant | --   |
| <input type="checkbox"/> HQS Inspection Form   | 10-C |
| <input type="checkbox"/> LBP Notification Documentation (signature page only)          | 2V-i |
| <input type="checkbox"/> Names of children under the age of 6 living in the unit       | --   |

**RETAIN IN HOME PROJECT FILES:**

- |  |      |
|--|------|
| <input type="checkbox"/> All of the above documentation  | --   |
| <input type="checkbox"/> Match documentation   | --   |
| <input type="checkbox"/> Copy of contractor(s) debarment check(s)                              | --   |
| <input type="checkbox"/> Documentation supporting project and administrative expenditures      | --   |
| <input type="checkbox"/> Copy of final inspection  | 10-C |
| <input type="checkbox"/> Copies of all lien releases from contractors                          | --   |
| <input type="checkbox"/> Documentation related to Davis Bacon requirements (if >12 HOME units) | --   |

After all the projects have been completed, a Certification of Completion / Status of Funds Form and Closeout Certification must be sent to the Program Officer.

**Copies of yearly audits for years during which HOME funds were received and disbursed must be submitted to the HOME Program.**